

January 22, 2020

**RE: Washtenaw County 2020 Pollution Prevention Hazardous Material Reporting**

Dear Facility Owner/Operator:

The Washtenaw County Pollution Prevention Regulation requires all businesses that store or use toxic, hazardous or polluting substances, at any work place, in a maximum aggregate volume or quantity of more than 5 gallons or 40 pounds, to report those materials annually to Washtenaw County.

Enclosed are the 2020 Pollution Prevention Program Status Sheets for Toxic, Hazardous or Polluting Materials. These reporting forms are to be used to comply with the Pollution Prevention Regulation's reporting requirement. Also enclosed is an invoice for the annual reporting fee and any other outstanding fees owed.

**Completed Status Sheet reporting forms and payment for the fees due must either be hand-delivered to this office on or before March 1, 2020, OR if mailed, postmarked no later than March 1, 2020 to avoid the \$25 late fee.**

- **To submit your reporting forms and/or payment by mail**, make a check or money order payable to **WCEH** and mail to **Washtenaw County Pollution Prevention Program, 705 N. Zeeb Rd., Ann Arbor, Michigan 48103**.
- **To submit your reporting forms by e-mail**, go to [www.washtenaw.org/p2](http://www.washtenaw.org/p2) and download the **2020 Pollution Prevention Status Sheets**. Complete the forms, save as a file on your computer, and attach the file(s) to an e-mail addressed to [zeebcss@washtenaw.org](mailto:zeebcss@washtenaw.org). **Please do not e-mail any credit card information!**
- **To pay your reporting fee with a credit card (Visa/MC/Discover) by fax**, go to [www.washtenaw.org/p2](http://www.washtenaw.org/p2) and download the **Credit Card Authorization Form**. Complete the form and fax it to the Environmental Health Division at 734-222-3930. Be sure to also mail or e-mail your reporting forms to this office prior to the deadline.
- **To pay your reporting fee with a credit card by phone**, call the Environmental Health Division at 734-222-3800. Be sure to also mail or e-mail your reporting forms to this office prior to the deadline.

**Remember to include the facility's Pollution Prevention number (PPP-000####) on all correspondence and payments.**

If you have submitted a complete **Manufacturer Inventory for fresh chemical** (Page 2); **a Toxic, Hazardous or Polluting Materials Inventory for fresh chemical** (Page 3); **and** a **Waste Materials Inventory** (Page 4) within the last four (4) years, **and** there have been **no changes** to your inventory, you need to **only** complete the colored **Status Sheet** (Page 1). Check the box, "**No changes**", and submit the colored **Status Sheet** (page 1) with the payment for the invoiced fee.

In the event there **are** changes to your chemical inventory, or **you have not submitted a complete inventory since 2016**, submit the **Status Sheet and a complete inventory** (pages 1-4); otherwise, your submittal will be considered incomplete and the late fee will be applied.

**NOTE:** Facilities on **Reduced Frequency (RF)** inspection status that do not submit their Pollution Prevention Status Sheet reporting forms **and** payment by March 1, 2020 **will be removed from RF and will receive priority for inspection in 2020.**

If you have any questions, please do not hesitate to call me at 734-222-3938, or e-mail me at [spallerr@washtenaw.org](mailto:spallerr@washtenaw.org)

Thank you for your cooperation.

Sincerely,



Randy Spaller, REHS/RS  
Senior Sanitarian